

POSITION DESCRIPTION

Position Title:	AMA President
Position status:	Fixed term two years
Reporting To:	The AMA Board of Directors
Direct reports:	Vice President
Date:	June 2024
Appointment:	3 days spread over the week, incl weekend and after hours

The AMA

The Australian Medical Association (AMA) is the most influential membership organisation representing registered medical practitioners and medical students of Australia. The AMA promotes and protects the professional interests of doctors, and the healthcare needs of patients and communities.

The Federal AMA contributes to the achievement of this objective through the development of health policy to increase and maintain provision of world-class medical care to all Australians and undertaking advocacy activities on these policies and the main issues affecting members. This is achieved, in part, via member engagement and the input of our councils and committees, supported by our policy staff and research and campaigns teams. Both media and strategic stakeholder relationships are leveraged to put our policy into action. The Federal AMA also delivers relevant member services and works with members directly to grow and value membership of the AMA.

Role of the President

The President is the face of the AMA and the personification of the AMA's policy platform. The President represents the AMA to the membership, broader medical profession, industry and government stakeholders and the community.

The President must show leadership and use their role to promote representation, advocacy and lobbying, membership engagement, committee and taskforce leadership, relationship building, strategic planning, good governance, and succession planning.

From the AMA Constitution

The President is elected on the last day of National Conference in each even numbered year.

The voters are defined in the Constitution as the outgoing Federal Council and the delegates (from the Practice Groups and the State and Territory AMAs).

The President must be an Ordinary Member of the Association.

No person may hold the position of President for more than one term of two years.

The President takes office immediately after the end of the National Conference, unless the resolution by which the President or Vice President are elected specifies a different time. In 2024, the Board of Directors have resolved to enable a better handover period for the President's role. A resolution will be henceforth put to the voting delegates of the National Conference, for the term to commence 2 months after the National Conference. For those two months, the elected President shall be known as President-Elect and will participate in induction activities, while the sitting President will continue in office and assist with handover.

If the President vacates their office, the Vice President will be appointed as the President.

The Role Responsibilities

Media

The President is expressly authorised to speak on behalf of the AMA and advocate in line with approved policy positions. Where there is not an existing AMA policy, the President needs to provide comment based on the principles, ethics and values of the medical profession and the AMA. The President's role is to advance the AMA's strategy and policy vision as well as increase the AMA brand and influence. The President must engender a respect for the medical profession and behave accordingly.

The President's appearances on TV, Radio, print media and social media are supported with briefing notes and training, provided by AMA professional staff. The media cycle is 24 hours and 7 days a week, and the President is expected to make themselves available to represent the AMA with short notice and at unsociable hours.

The President shares the role and responsibilities of publicly representing the AMA with the Vice President.

If the President is unable to comment on a particular issue at a particular time, the President may appoint a substitute spokesperson in consultation with AMA senior staff.

AMA Board and sub-committees

The President is a Director of the AMA Board for the term of their appointment.

For a meeting of the AMA Board to be legally constituted, at least one of either the President or Vice President must be present.. Board and sub-committee meetings will be held in combination of face to face and video. A video option will be provided if the President chooses not to travel.

The President must at all times be working to increase cohesion and effectiveness among the Board, executive and professional staff, and the broader set of stakeholders.

The President may at any time require the Secretary to call a Directors' meeting. If the President "considers the business of the meeting to be urgent", a meeting may be called with less than 7 days' notice.

In line with the Board Charter, the agenda for Board meetings is prepared by the CEO/Secretary General and the Chair of the Board in consultation with the President.

The President is a member of the Board Nominations Committee and the Board Awards and Fellowships Committee. The Committees Terms of Reference describe responsibilities.

Federal Council and Policy Executive

The President is a member of Federal Council, which is the peak medico-political body within the AMA and determines the organisation's policy direction.

The coordinating committee/council of each Specialty Group and Practice Group includes the President or their nominee.

Unless agreed otherwise by Federal Council or where it is specified in relevant governance documents, each Committee or Council is chaired by a Member appointed by the President.

Committee and Council Members are appointed by the AMA President following each election cycle. The President will adhere to the AMA's diversity and inclusion targets of 40 per cent women, 40 per cent me, 20 per cent flexible for all AMA Councils and Committees.

The President is a member of the Policy Executive committee of Federal Council. The Committee's Terms of Reference describe responsibilities.

Federal committee members and professional staff

The President is an important member of the AMA team. They must work in partnership with the Vice President and build a robust relationship of trust. The President needs to build collegiate relationships with fellow clinicians across the AMA councils and committees, as well as with executive and professional staff at the AMA office.

The President must adhere to all AMA policies in terms of conduct and be an exemplar of leadership in promoting a positive and inspiring organisational culture.

State and Territory AMA relationships

The President is member of the AMA Presidents' group and plays a key role in ensuring the AMA Federation functions effectively.

This includes Chairing the quarterly Presidents and CEOs meetings and attending State and Territory events such as Board and Council meetings, conferences and special events when invited.

National Conference

The President attends National Conference (in their capacity as a Federal Councillor).

If the President is unable to attend National Conference, he or she may appoint another delegate as their proxy for the National Conference.

The President's Award

The President may make an annual award to a person, not necessarily a medical practitioner, who, in the opinion of the President, has made an outstanding contribution towards fostering the objectives of the Association.

Nomination of a recipient for the President's Award must be made by the President to the Federal Council via the Awards and Fellowship Committee of the Board. .

World Medical Association (WMA)

The immediate Past President is the AMA representative to the Council of the WMA. The AMA representative must choose two out of three WMA sub-committees and attend meetings. WMA

holds its Council Session in April and General Assembly in October each year. This function is the responsibility of the immediate Past President to better manage the time and travel commitments of the President while in office.

The President may appoint an alternate to the immediate Past President to sit on the Council of the WMA by mutual agreement.

External Committees and Forums

The President is expected to represent the AMA on a range of Federal Government Committees and external forums, including appearing on behalf of the AMA at Senate or Parliamentary inquiries of relevance to the health system. The President's role is to increase the AMA brand and influence, as well as to advance the AMA's strategy and policy vision through building and sustaining robust stakeholder relationships.

Site visits to locations around Australia including health facilities may be required. International travel aside from WMA is unlikely to be required.

Core accountabilities

As President, core duties include:

- Member relations: in partnership with the Vice President, represent the needs of the members and address concerns and issues; contribute to member engagement activities and communication; partake in membership ceremonies and facilitate the implementation of the Federal Council member engagement framework.
- Community relations: through role-sharing with the Vice President, speaking at industry and other conferences (domestic / international) and hosting events, as well as support the development and release of public relations material that supports AMA's advocacy efforts and builds further credibility with the community regarding AMA's mission.
- Media relations: Be the principal media spokesperson for the AMA regarding its policy and advocacy initiatives; comment on government initiatives or other current events that impact on the AMA or its members; articulate the AMA's mission, accomplishments, and goals; launch advocacy campaigns and host "doorstop" promotions (e.g. report card publicity). Coordinate with the Vice President, who is the secondary AMA spokesperson, to maximise reach and credibility and assign additional spokespeople as required.
- Government, parliament and sector relations: Advocate and engage with politicians, departments, and key sector leaders (NGOs, private sector, education and thought leaders) on the key issues facing the AMA, its members, and the health sector more broadly, including AMA's policies and campaign positions.
- AMA Federation: Jointly with the Vice President, provide leadership and support building respectful and collaborative culture and trust across Federation. Articulate Federal AMA's priorities, goals, and accomplishments. Chairing the quarterly Presidents and CEOs meetings and attending State and Territory events such as Board and Council meetings, conferences, and special events
- Council and Committees: Working closely with Federal Council Chair, ensure the Council operates effectively and in accordance with its charter; facilitate the integrated flow of information and discussion in the setting of policy and advocacy priorities with input from Federal AMA staff to enable focused and efficient effort; attend policy committee meetings from time to time.

- Professional staff: The President has a unique role as an AMA office bearer and Board Director. The President Chairs regular guidance meetings with Federal AMA professional policy and media staff to enable the strategic and efficient management of work effort and issue resolution. In President's absence these meetings are Chaired by the Vice President. The President has no reporting staff and therefore does not delegate work to staff. However, the President is supported by administrative staff to process correspondence and organise travel / meetings. The President collaborates closely with General Managers on work content and prioritisation to ensure the AMA has the capacity to deliver. The President escalates any staff-related matters to the CEO/Secretary General for resolution.

As an ordinary member of the AMA Board, key responsibilities that are applicable to all directors include:

- Perform the role of director in accordance with legal responsibilities defined by the Corporations Act and other statutory obligations - typically:
 - Act with care and diligence in relation to AMA's business fundamentals, activities / affairs, and financial status.
 - Prevent insolvent trading.
 - Act in good faith in the best interests of the company and for a proper purpose.
 - Not improperly use information or position.
 - Manage conflicts of interest.
 - Take reasonable steps to ensure that the AMA complies with its statutory obligations.
 - Provision of director information.
- Review and set the organisation's strategic vision, goals, values, and plans. Provide direction and guidance to the CEO / Secretary General to further the organisation's goals and to broaden its financial and membership support base.
- Monitor the performance of the organisation.
- Ensure a system of good governance that is appropriate for the organisation. This includes reviewing the board's structure and composition, as well as its advisory committees so that these are appropriate for the organisation.
- Appoint a suitable CEO and manage their performance. Manage succession planning activities.

Personal attributes

- Trusted and respected by the medical community and stakeholders
- Ethical and a servant leader; but strong when occasion demands it
- Collaborative and able to build relationships
- Effective and confident communicator and influencer.

Estimated time for AMA meetings and media requests

The role will require the President to be accessible to effectively carry out their functions and maintain the profile of the Association including representing the organisation in various forums and meetings, participating in internal Councils/Committees, appearing in the media and the like. The estimated time for AMA meetings and media requests is three days a week including after-hours and weekend work. The Federal Office will provide relevant support and work with the President to balance these requirements with clinical commitments. The President can fulfil this complex role through effective teamwork with the Vice President and by building relationships of trust with key staff and doctors.

Remuneration

The role is remunerated and comprises a gross salary and superannuation contributions that are made to a complying superannuation fund nominated by the President. The remuneration details are provided in a formal appointment letter.

In line with the Federal AMA's constitution, the Board set the level of remuneration after having regard to recommendations made by the Board's Remuneration Committee.

This position description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

POSITION DESCRIPTION

Position Title:	AMA Vice President
Position status:	Fixed term two years
Reporting To:	The AMA President The AMA Board of Directors
Direct reports:	Nil
Date:	June 2024
Appointment:	3 days spread over the week, incl weekend and after hours

The AMA

The Australian Medical Association (AMA) is the most influential membership organisation representing registered medical practitioners and medical students of Australia. The AMA promotes and protects the professional interests of doctors, and the healthcare needs of patients and communities.

The Federal AMA contributes to the achievement of this objective through the development of health policy to increase and maintain provision of world-class medical care to all Australians and undertaking advocacy activities on these policies and the main issues affecting members. This is achieved, in part, via member engagement and the input of our councils and committees, supported by our policy staff and research and campaigns teams. Both media and strategic stakeholder relationships are leveraged to put our policy into action. The Federal AMA also delivers relevant member services and works with members directly to grow and value membership of the AMA.

Role of the Vice President

The Vice President is a key face of the AMA and, together with the President, the personification of the AMA's policy platform. The Vice President represents the AMA to the membership, broader medical profession, industry and government stakeholders and the community.

Under the guidance of the President, the Vice President must show leadership and use their role to promote representation, advocacy and lobbying, membership engagement, committee and taskforce leadership, relationship building, strategic planning, good governance, and succession planning.

Should the President be unavailable, the Vice President will deputise, unless otherwise determined by the AMA Board. Clause 17.6 (a) (i) of the AMA Constitution also states that if the President vacates their office, the Vice President will be appointed as the President.

From the AMA Constitution

The Vice President is elected on the last day of National Conference in each even numbered year.

The voters are defined in the Constitution as the outgoing Federal Council and the delegates (from the Practice Groups and the State and Territory AMAs).

The Vice President must be an Ordinary Member of the Association.

No person may hold the position of Vice President for more than one term of two years.

The Vice President takes office immediately after the end of the National Conference, unless the resolution by which the President or Vice President are elected specifies a different time. In 2024, the Board of Directors have resolved to enable a better handover period for the Vice President's role. A resolution will be henceforth put to the voting delegates of the National Conference, for the term to commence 2 months after the National Conference. For those two months, the elected Vice President shall be known as Vice President-Elect and will participate in induction activities, while the sitting Vice President will continue in office and assist with handover.

If the Vice President vacates their office, a Director or a member of the Federal Council will be appointed by the Board as the Vice President.

The Role Responsibilities

Media

In consultation with the President, the Vice President is expressly authorised to speak on behalf of the AMA and advocate in line with approved policy positions. Where there is not an existing AMA policy, the Vice President needs to provide comment based on the principles, ethics and values of the medical profession and the AMA. The Vice President's role is to advance the AMA's strategy and policy vision as well as increase the AMA brand and influence. The Vice President must engender a respect for the medical profession and behave accordingly.

The Vice President's appearances on TV, Radio, print media and social media are supported with briefing notes and training, provided by AMA professional staff. The media cycle is 24 hours and 7 days a week, and the Vice President is expected to make themselves available to represent the AMA with short notice and at unsociable hours.

The Vice President shares the role and responsibilities of publicly representing the AMA with the President.

If the Vice President is unable to comment on a particular issue at a particular time, the Vice President will discuss this with the President who will appoint a substitute spokesperson in consultation with AMA senior staff.

AMA Board and sub-committees

The Vice President is a Director of the AMA Board for the term of their appointment.

For a meeting of the AMA Board to be legally constituted, at least one of either the President or Vice President must be present. Board and sub-committee meetings will be held in combination of face to face and video. A video option will be provided if the Vice President chooses not to travel.

The Vice President must at all times be working to increase cohesion and effectiveness among the Board, executive and professional staff, and the broader set of stakeholders.

The Vice President is a member of the Board Awards and Fellowships Committee. The Committees Terms of Reference describe responsibilities.

Federal Council and Policy Executive

The Vice President is a member of Federal Council, which is the peak medico-political body within the AMA and determines the organisation's policy direction.

The coordinating committee/council of each Specialty Group and Practice Group includes the Vice President or their nominee.

The Vice President is a member of the Policy Executive committee of Federal Council. The Committee's Terms of Reference describe responsibilities.

Federal committee members and professional staff

The Vice President is an important member of the AMA team. They must work in partnership with the President and build a robust relationship of trust. The Vice President needs to build collegiate relationships with fellow clinicians across the AMA councils and committees, as well as with executive and professional staff at the AMA office.

The Vice President must adhere to all AMA policies in terms of conduct and be an exemplar of leadership in promoting a positive and inspiring organisational culture.

State and Territory AMA relationships

The Vice President is member of the AMA Presidents' group and plays a key role in ensuring the AMA Federation functions effectively.

This includes Chairing the quarterly Presidents and CEOs meetings in the President's absence and attending State and Territory events such as Board and Council meetings, conferences and special events when invited.

National Conference

The Vice President attends National Conference (in their capacity as a Federal Councillor).

If the Vice President is unable to attend National Conference, he or she may appoint another delegate as their proxy for the National Conference.

External Committees and Forums

The Vice President is expected to represent the AMA on a range of Federal Government Committees and external forums, including appearing on behalf of the AMA at Senate or Parliamentary inquiries of relevance to the health system. The Vice President's role is to increase the AMA brand and influence, as well as to advance the AMA's strategy and policy vision through building and sustaining robust stakeholder relationships.

Site visits to locations around Australia including health facilities may be required. International travel is unlikely to be required.

Core accountabilities

As Vice President, core duties include:

- Member relations: in partnership with the President, represent the needs of the members and address concerns and issues; contribute to member engagement activities and communication; partake in membership ceremonies and facilitate the implementation of the Federal Council member engagement framework.
- Community relations: through role-sharing with the President, speaking at industry and other conferences (domestic / international) and hosting events, as well as support the development and release of public relations material that supports AMA's advocacy efforts and builds further credibility with the community regarding AMA's mission.
- Media relations: Be the secondary media spokesperson for the AMA regarding its policy and advocacy initiatives; comment on government initiatives or other current events that impact on the AMA or its members; articulate the AMA's mission, accomplishments, and goals; launch advocacy campaigns and host "doorstop" promotions (e.g. report card publicity). Coordinate with the President, who is the primary AMA spokesperson, to maximise reach and credibility and assign additional spokespeople as required.
- Government, parliament and sector relations: Advocate and engage with politicians, departments, and key sector leaders (NGOs, private sector, education and thought leaders) on the key issues facing the AMA, its members, and the health sector more broadly, including AMA's policies and campaign positions.
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- Professional staff: The Vice President has a unique role as an AMA office bearer and Board Director. The Vice President attends and, in President's absence, chairs regular guidance meetings with Federal AMA professional policy and media staff to enable the strategic and efficient management of work effort and issue resolution. The Vice President has no reporting staff and therefore does not delegate work to staff. However, the Vice President is supported by administrative staff to process correspondence and organise travel / meetings. The Vice President collaborates closely with General Managers on work content and prioritisation to ensure the AMA has the capacity to deliver. The Vice President escalates any staff-related matters to the CEO/Secretary General for resolution.

As an ordinary member of the AMA Board, key responsibilities that are applicable to all directors include:

- Perform the role of director in accordance with legal responsibilities defined by the Corporations Act and other statutory obligations - typically:

- Act with care and diligence in relation to AMA's business fundamentals, activities / affairs, and financial status.
- Prevent insolvent trading.
- Act in good faith in the best interests of the company and for a proper purpose.
- Not improperly use information or position.
- Manage conflicts of interest.
- Take reasonable steps to ensure that the AMA complies with its statutory obligations.
- Provision of director information.
- Review and set the organisation's strategic vision, goals, values, and plans. Provide direction and guidance to the CEO / Secretary General to further the organisation's goals and to broaden its financial and membership support base.
- Monitor the performance of the organisation.
- Ensure a system of good governance that is appropriate for the organisation. This includes reviewing the board's structure and composition, as well as its advisory committees so that these are appropriate for the organisation.
- Appoint a suitable CEO and manage their performance. Manage succession planning activities.

Personal attributes

- Trusted and respected by the medical community and stakeholders
- Ethical and a servant leader; but strong when occasion demands it
- Collaborative and able to build relationships
- Effective and confident communicator and influencer.

Estimated time for AMA meetings and media requests

The role will require the Vice President to be accessible to effectively carry out their functions and maintain the profile of the Association including representing the organisation in various forums and meetings, participating in internal Councils/Committees, appearing in the media and the like. The estimated time for AMA meetings and media requests is three days a week including after-hours and weekend work. The Federal Office will provide relevant support and work with the President to balance these requirements with clinical commitments. The Vice President can fulfil this complex role through effective teamwork with the President and by building relationships of trust with key staff and doctors.

Remuneration

The role is remunerated and comprises a gross salary and superannuation contributions that are made to a complying superannuation fund nominated by the President. The remuneration details are provided in a formal appointment letter.

In line with the Federal AMA's constitution, the Board set the level of remuneration after having regard to recommendations made by the Board's Remuneration Committee.

This position description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.